



If you have any questions please call

250-800-1531

**LIST OF POTENTIAL EXPENSES AND REQUIRED INFORMATION
FOR PREPARING A BUSINESS TAX RETURN**

Taxpayer Name: _____

INCOME: TOTAL SALES

Bring copies of invoices or sales journal if you don't have a total

--

EXPENSES:

Cost of Goods

Purchases for resale or use in earning income

--

Automobile Expenses

Car (Year, make, model and Purchase Price)

--

Annual Car Mileage drove total

--

Annual Car Mileage drove for work

--

Annual Auto Financing (Interest) Charges

--

Annual Auto Insurance Premiums

--

Auto Registration, Driver's License Renewal

--

License Plate Sticker

--

Gasoline Purchases

--

Auto Repairs and Maintenance

--

Auto Club Membership (CAA, etc.)

--

Parking, incl. Monthly Charges

--

Business Fees

Lawyer's Fees and disbursements

--

Fees Paid to an Accountant, Notary public

--

Business Registration or Name Search Fee

--

Capital Expenses

Furniture: Bookcases/Light Fixtures/Desk/Table/Chairs

--

PC Hardware incl. Upgrades-Purchase Price & Year

--

PC Software/Computer Disks/Mouse/Cables

--

Telephone/Fax/Answering Machine-Purchase Price & Year

--

Cellular Phone/Pager-Purchase Price & year (not monthly bill)

--

Bank Charges & Interest Expenses

Credit Card Annual fee

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Banking Charges and Fees, incl. Monthly Services

--

Business Loan Interest Paid

--

Interest Paid on business Credit Cards

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OCEANSIDE TAX SERVICES

Office Expenses

Office Rent/Event table rentals	
Mailbox/Safety Deposit Box Rental Fees	
Courier/Parcels/Postage Stamps/Registered Mail	
Stationery/Pens/Pencil/Paper/Calculator/Supplies	
Books/Newspapers/Magazines	

Promotions & Gifts

Client Meals: Restaurant, Cafe, Bar	
Entertainment/Movie/Theatre/Exhibition/Sports/Concerts	

Home-based Business Expenses

Total Sq Ft Area of Apartment/House used for business	
Total Sq Ft Area of Apartment/House (Total)	
Property Taxes	
Interest paid on mortgage (check mortgage statement)	
Utilities for the year - Hydro	
Utilities for the year - Water	
Utilities for the year - Gas / Oil	
Home/Business Insurance	
Home/Business Maintenance/Repairs, incl. Monthly Fees	
Home Telephone	
Home Internet if shared with home & business	

Supplies

Paper Towels/Napkins/Cleansers/Garbage Bags/Gloves	
Tools/Supplies/Materials/Samples	

Telephone Expenses

Annual Internet if business use only	
Telephone (business line only)	
Cellular Phone / Pager Service	

Travel Expenses

Transportation Tickets/Hotel/Motel/Visas/Passports	
Foreign Countries Meals/Entertainment/Gifts	
Public transit tickets/passes/Taxi/Limousine Fare	

Other Business Expenses

Advertising and Business Cards	
Photo Developing/Printing, Film & Albums	
Flowers and Plants	
Maintenance/Repairs of PC Electronics/Phone Equipment	

Miscellaneous

Charitable Donations	
Membership and License Fees: Professional	
Debts You Can Not Collect (NSF Cheques etc.)	